

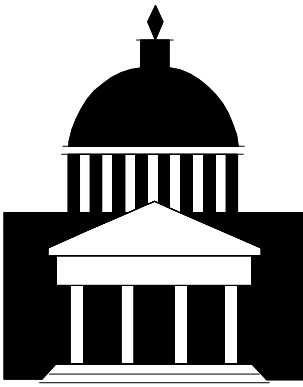
# NJCFS Newsletter

OFFICE OF MANAGEMENT AND BUDGET  
ACCOUNTING BUREAU

SPRING 2003

Issue No. 41

## SYSTEM AVAILABILITY



NJCFS/MACS-E is available from 7 a.m. to 8 p.m. Monday thru Friday. To facilitate the keying of year-end transactions by the agencies, NJCFS/MACS-E will also be available from 7 a.m. to 8 p.m. on the following Saturdays in July:

July 12  
July 19  
July 26

Please note that on July 31, 2003 NJCFS/MACS-E will only be available from 7 a.m. to 5:00 p.m.

### INSIDE THIS ISSUE:

Open Travel Requisitions	2
New Travel Policy	2
NJCFS Travel Module Transaction Edit Change	2
Payments For Employee Attendance At One-Day Conferences	2
Policies For Event Code Requests	3
Vendor Payment Inquiry	3
Hold Checks - Follow-Up	3
Question and Answer	4
NJCFS Accounting Periods FY 2004	5

## YEAR-END CUT-OFF DATES

Circular Letter 03-03-OMB "Year-End Guidelines Fiscal Year 2003" was issued on May 1, 2003. This Circular Letter contains cut-off dates, instructions and information to user agencies concerning the NJCFS year-end closing.

Cut-off dates for transactions that may require the approval of OMB or the Office of Legislative Services (OLS) include:

<u>TRANS CODE</u>	<u>CUT-OFF DATE</u>
TA (OLS Approval)	July 3, 2003
AP	July 11, 2003
RB	July 11, 2003
TA	July 11, 2003

## A REMINDER: ACCOUNTING PERIOD MUST BE ENTERED IN JULY

The accounting period must be entered on all transactions during the month of July. Since two accounting periods will be open in July, accounting period "12 03" must be entered on transactions applicable to fiscal year 2003 and earlier, while "01 04" must be entered on transactions applicable to fiscal year 2004. This procedure is important to follow so that revenues and expenditures are recorded in the appropriate fiscal year for reporting purposes.

Following July, when accounting period "12 03" is closed, transactions that must still be recorded in accounting fiscal year 2003 must reference the adjustment period of "13 03". All transactions with accounting period "13 03" will result in an error message which must be overridden by OMB.

If you have any questions concerning the use of the accounting period field, please contact Patricia Fatatis of the Accounting Bureau at 609-984-5207.

## DEFICIT BALANCES

As stated in the Department of the Treasury's Circular Letter 03-03-OMB, "Year-End Guidelines Fiscal Year 2003", any fiscal officer, business manager, or director of administration could be held liable  
(See *Deficit Balances*, Page 2)

*(Deficit Balances, Continued from Page 1)*

under Chapter 131, P.L. 1989 if salary accounts (or any other accounts) are allowed to go into deficit without immediate corrective action. Therefore, it is the responsibility of each fiscal officer to make certain that no fiscal year 2003 appropriation account closes the fiscal year with a negative unobligated balance.

Agency fiscal officers should not rely on last-minute processing of transfers and other accounting documents to relieve deficits. Preparation and submission of deficit relieving documents should have started **immediately** upon receipt of the circular letter. All deficits on Appropriations Tables (APPR) must be resolved by July 31, 2003. OMB does not require the elimination of deficits on Expense Budget Tables (EXPB).

## OPEN TRAVEL REQUISITIONS

A report of Outstanding Travel Requisitions will be distributed to agencies periodically from now until fiscal year end to facilitate agency action. Agencies should review open travel requisitions for events that have been concluded; those which are no longer needed should be closed out. Cancellation of unneeded balances in those pre-encumbrances will release the amounts remaining for use by the agency for other expenses.

It is recommended that all open requisitions which the agency deems to be necessary be converted to Agency Orders (AO's); in this way, the agency will assign their own identification number to the order documents. Otherwise, at fiscal year end, all outstanding travel requisitions will be converted to Agency Orders (AO's) by OMB's Accounting Bureau. In that process, the Accounting Bureau will give the newly converted AO's an identification code within the document number which agencies will then have to learn and use to access orders relating to their travel events.

## NEW TRAVEL POLICY

Effective immediately, the Office of the Governor will no longer review agencies **Requests for Travel Authorization** for out of state travel, including travel to

the Washington, DC area. State agencies are advised that all travel documents are to be processed in strict adherence to OMB Circular Letter 01-08 subject to availability of funds.

## NJCFS TRAVEL MODULE TRANSACTION EDIT CHANGE

A modification has been made to the Travel Voucher (TV) transaction. Whenever a non-employee or a non-state agency identification code is referenced in the EMPLY ID field of a TV transaction, an error (ID NOT EMPLOYEE OR ST AGENCY) will occur. Note that a state agency identification code is permitted on the TV to account for blankets previously approved by OMB on a TE or TH. When making a TV payment to a non-employee or non-state agency, the vendor code should be coded in the VENDOR field of the TV.

If the error ID NOT EMPLOYEE OR ST AGENCY appears on a TV when an employee or state agency is entered in the EMPLY ID field, this indicates that the employee or state agency has been established incorrectly on the VENDOR (VEND) table. An employee should be coded with an EP vendor type and a state agency should be coded with a SA vendor type on the VEND table. To correct the VEND table contact Harry Fisher at 609-292-8124.

## PAYMENTS FOR EMPLOYEE ATTENDANCE AT ONE-DAY CONFERENCES

Payments for employee attendance at one-day conferences are to be paid through the travel module in NJCFS. In cases where large number of State employees from one agency attend a single event, and costs are limited to registration only, a travel blanket may be used. Use of a blanket travel authorization is intended to permit the agency to pay total registration costs for a large group of employees with a single payment voucher referencing a single TE transaction.

*(See Employee Attendance, Page 3)*

*(Employee Attendance, Continued from Page 3)*

These travel authorizations use the actual event code established for the event, along with the agency's vendor ID code. The use of a blanket requires the prior approval of the Director, OMB, in accordance with travel regulations set forth in Circular Letter 01-08-OMB. Questions concerning employee travel and requests for attendance at an event by more than five employees should be directed to Michael Bell at 609-292-4826 or Michael.Bell@treas.state.nj.us.

## **POLICIES FOR EVENT CODE REQUESTS**

In March, OMB instituted a new policy whereby documentation must be provided to support the establishment of an event code. In addition to the Travel Event Code Request form, the agency must supply a brochure, agenda, or enrollment form for the event. This information should include the date, location, and description of the event. OMB will not establish an event code without this documentation.

Establishment of the Event Code is one of the first steps in the authorization of employee travel. Event Codes must be established prior to the date of the event. If the agency fails to request the Event Code prior to the date of the event, OMB requires that the agency submit a memorandum asking to have the Event Code established after the event has taken place. The memorandum should include the following information:

1. The reason why the Event Code was not requested prior to the event taking place;
2. The number of people that attended the event;
3. If expenses have been paid, indicate the method by which the payments were made, what the expenses were for, and the dollar amount involved.

Questions concerning Event Codes should be directed to Joe Borbone at 609-984-5206 or via email at Joe.Borbone@treas.state.nj.us

## **VENDOR PAYMENT INQUIRY**

OMB and OIT recently finished the mailing of Vendor Payment Inquiry (VPI) application authentication codes to all recently active NJCFS EFT and check disbursement vendors. The authentication codes were provided to give vendors secure online access via the web MyNewJersey to their scheduled NJCFS payments and two years worth of NJCFS historical payments. On a periodic basis additional mailings to new NJCFS vendors will occur so that new vendors can also take advantage of the application.

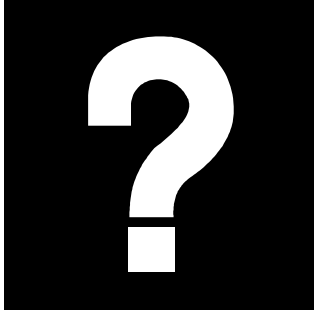
If a vendor you are doing business with did not receive a mailer but would like online access to their NJCFS payment information, have the vendor request an authentication code via email to AAIUNIT@treas.state.nj.us. Note that EFT vendors can benefit most from the application because most banking institutions choose not to include the payee reference in the EFT payment information provided to the vendor.

## **HOLD CHECKS -- FOLLOW-UP**

In the last issue of the NJCFS Newsletter, an article entitled "Hold Checks" described the proper application of the hold check feature of NJCFS. The article also indicated that the OMB Accounting Bureau would be contacting each agency for justification of frequently used hold checks.

To fulfill this purpose, a memo has recently been sent to all Chief Fiscal Officers where an agency has not previously provided justification for a high number of hold checks within an organization. A spreadsheet attached to each memo indicates the agency's calendar year 2002 use of hold checks by organization and check category. Footnotes on the spreadsheet identify when agencies must respond to explain the use of frequent hold checks.

## QUESTION AND ANSWER



Q. Per Circular Letter 03-03-OMB, "Year-End Guidelines Fiscal Year 2003", both regular pay period 15 and supplemental pay period O will be split between budget fiscal year 2003 and the new 2004 budget fiscal year. When will the budget fiscal year 2003 portion of the payrolls be posted to NJCFS?

A. Regular pay period 15 closes July 11, 2003 and its BFY 2003 portion will be interfaced to NJCFS the evening of Friday, July 18th and posted in its entirety by the end of business on Monday, July 21st.

The BFY 2003 portion of supplemental payroll O charges will be interfaced to NJCFS the evening of Friday, July 25th and will be posted in its entirety by the end of business on Monday, July 28th.

All BFY 2003 salary deficits must be cleared prior to the end of July. To assist in the clearing of appropriation account deficits, OMB will provide deficit reports to agencies on a frequent basis and on a daily basis during the final week of July.

## NJCFs ACCOUNTING PERIODS FY 2004

	JUL-03	AUG-03	SEP-03	OCT-03	NOV-03	DEC-03	JAN-04	FEB-04	MAR-04	APR-04	MAY-04	JUN-04	JUL-04
PERIOD 01-04	7/1/03 - 8/7/03												
PERIOD 02-04	8/1/03 - 9/8/03												
PERIOD 03-04	9/1/03 - 10/7/03												
PERIOD 04-04	10/1/03 - 11/10/03												
PERIOD 05-04	11/1/03 - 12/5/03												
PERIOD 06-04	12/1/03 - 1/8/04												
PERIOD 07-04	1/1/04 - 2/6/04												
PERIOD 08-04	2/1/04 - 3/5/04												
PERIOD 09-04	3/1/04 - 4/7/04												
PERIOD 10-04	4/1/04 - 5/7/04												
PERIOD 11-04	5/1/04 - 6/7/04												
PERIOD 12-04	6/1/04 - 7/31/04												